



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

2005 Housing Enhancement Grant

January 2005

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Director

TABLE OF CONTENTS

OVERVIEW	6-1
APPLICATION PROCESS.....	6-2
APPENDICES	6-4
Appendix A: Eligible And Ineligible Jurisdictions	6-5
Appendix B: Jurisdictions With 51% Low- and Moderate-Income Population.....	6-7
Appendix C: 2005 Income Limits	6-9
Appendix D: Public Hearing Handout – English Version	6-13
Appendix E: Public Hearing Handout – Spanish Version	6-15

OVERVIEW

Housing Enhancement Funds

- ✓ Up to \$1,000,000 is available from the Community Development Block Grant (CDBG) Program for Federal Fiscal Year (FFY) 2005 to provide companion funding for projects that have been selected to receive grants or loans from the Housing Trust Fund (HTF). The purpose of the Housing Enhancement Program is to streamline the financing of eligible housing projects that may need additional funding in order to be successful. Requests for CDBG funds are considered at the same time as applications to the HTF.
- ✓ Housing Enhancement funds can be used for eligible costs associated with farmworker housing projects.
- ✓ CDBG Housing Enhancement funds are available to cover project costs that cannot be paid for using HTF dollars. An example of an eligible cost is off-site infrastructure that is essential to a housing project and is considered an ineligible cost to the HTF.
- ✓ Housing Enhancement funds can also be used to pay for the non-housing costs of projects that are an integral part of a comprehensive project. An example would include the costs of a day care facility that has been incorporated into the design of a project that is requesting HTF support.
- ✓ Eligible recipients of CDBG Housing Enhancement grants are cities and towns with less than 50,000 population or counties with less than 200,000 population provided that the cities, towns and counties do not participate in a U. S. Department of Housing and Urban Development (HUD) Consortium. Applicants to the HTF that are not eligible to receive CDBG Enhancement funds directly, such as local housing authorities, tribal housing organizations or local nonprofit developers, must apply through the eligible jurisdiction where the project is or will be located. Eligible applicants must meet all federal requirements of the CDBG program including the completion of project related citizen participation activities and a CDBG Disclosure Report.
- ✓ The review of CDBG Housing Enhancement applications includes the determination by CDBG and Housing Finance Unit staff that the amount of assistance being requested is funding a clearly defined gap between the amount of funds necessary to complete a project and all other potential funding sources. Use of CDBG Housing Enhancement funds must be determined to be both necessary and appropriate within the scope and proposed use of a HTF Project.
- ✓ HTF applicants that wish to be considered for CDBG Housing Enhancement funds **must have the certified support of an eligible local government in advance of the HTF application due date.** (See Project Summary Form on page 6, item #13.) Potential applicants for CDBG funds are encouraged to contact CDBG staff prior to submitting a HTF application to discuss CDBG requirements and funding availability. CDBG staff are available to assist in providing information regarding local certification and citizen participation requirements. Contact Sharon Robinson at (360) 725-3010 or by email at sharonr@cted.wa.gov or Dwight Edwards at (360) 725-3011 or by email at dwighte@cted.wa.gov.

APPLICATION PROCESS

The Housing Enhancement Grant is a two-phase process, requiring applicants to submit initial program information along with the Housing Trust Fund application. Only upon receiving written approval of the initial program information will applicants be invited to complete the general federal requirements.

Phase One

1. Applicants interested in applying for CDBG Housing Enhancement funds must submit the following program information with the Housing Trust Fund (HTF) Application:
 - FORM 16A - CDBG Housing Enhancement Project Summary
 - FORM 16B - CDBG Housing Enhancement Project Description
 - FORM 16C - CDBG Housing Enhancement Project Budget
2. Concurrent threshold review of application:
 - HTF staff will review application for HTF threshold requirements.
 - CDBG staff will review the HTF application and CDBG Housing Enhancement Project Summary Form to determine project eligibility based on the following criteria:
 - The project activity is not eligible for funding from HTF.
 - That CDBG dollars appear to fill a funding and/or affordability gap.
 - The activity makes sense, is financially feasible and is ready to proceed.
 - The project is sponsored by an eligible non-entitlement jurisdiction.
 - The project meets a HUD National Objective.
 - CDBG staff may request additional information from applicant to determine project eligibility. Applicants will have up to two weeks to provide staff with requested information.
3. HTF and CDBG staff will meet to finalize the eligibility determination and funding recommendation.
4. CDBG staff will notify local jurisdiction of Housing Enhancement funding eligibility/ineligibility. If project meets the above requirements, the local jurisdiction will be sent a notice of invitation to complete the general federal requirements.

Phase Two

1. A notice of invitation letter will be mailed to the jurisdiction along with the required federal forms and information. The forms must be completed before a HTF award is made. The applicant must complete the following federal requirements within 45 days from the date of the notice of invitation letter:
 - CDBG Disclosure Report
 - Resolution with Certification of Compliance
 - Citizen Grievance Procedure
 - Citizen Participation Process

Submit one **original** (signed in ink) and one **copy** of the Phase Two information to:

Sharon Robinson
CDBG Program
Department of Community, Trade and Economic Development
128 –10th Avenue SE
Post Office Box 42525
Olympia, Washington 98504

Electronic versions of the required federal materials and forms may be requested by contacting Sharon Robinson at (360) 725-3010 or by email at sharonr@cted.wa.gov.



washington state department of community, trade and economic development

Community Development Block Grant

Local Government Division

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Introduction

The Washington State Community Development Block Grant (CDBG) Program provides funds on a competitive basis for local housing, public and community facilities, economic development, and planning projects that principally benefit low- and moderate-income households.

The Washington State CDBG Program is funded by the U.S. Department of Housing and Urban Development (HUD). The purpose of the state CDBG Program is to improve and maintain the economic and physical environment of eligible, non-entitlement cities and counties in order to enhance the quality of life for low- and moderate-income (LMI) residents and, as a result, benefit the entire community.

Funds Available

Approximately \$18 million in federal funding has been historically distributed on an annual basis through the following **proposed** grant funds:

- **General Purpose Grant** **\$7,500,000**
 Contact: Bill Prentice
 Annual grant cycle during which eligible applicants may request up to \$1,000,000 per application for local housing, public facilities, community facilities, or economic development/microenterprise projects principally benefiting low- and moderate-income persons. The application due date for the 2005 grant cycle is November 18, 2004, with awards announced mid-March 2005.
- **Community Investment Fund Grant** **\$5,178,030**
 Contact: Janice Roderick
 Provides technical and financial assistance to eligible communities of up to \$1,000,000 per application throughout the year on a funds available basis for priority community and economic development projects identified through the Washington Community Economic Revitalization Team (WA-CERT) or Rural Enterprise Community Initiatives. Assistance is coordinated with the department's Resource Team. Technical assistance is provided through the WA-CERT scoping process and on-site visits.
- **Planning-Only Grant** **\$ 600,000**
 Contact: Janice Roderick or Sheila Lee-Johnston
 Provides funds to eligible communities on a funds available basis for a wide range of planning activities that address public health and safety issues; improve essential services to low- and moderate-income individuals; complete a necessary and specific step within a broader community development strategy; or meet a planning requirement that will principally benefit LMI persons. Grants of up to \$35,000 are available, based on type of project. Consortium of eligible applicants may request up to \$50,000.

- **Imminent Threat Grant** **\$ 300,000**
 Contact: Bill Prentice
 Provides funds to address unique emergencies posing a serious and immediate threat to public health and safety on a funds availability basis. Upon formal Declaration of Emergency, costs can be covered for a temporary repair or solution while funding for a permanent fix is secured.
- **Housing Enhancement Grant** **\$1,000,000**
 Contact: Sharon Robinson or Dwight Edwards
 Companion funds to support priority applications submitted to the Washington State Housing Trust Fund.
- **Housing Rehabilitation Grants Program** **\$1,500,000**
 Contact: Dwight Edwards
 Funds to support local housing rehabilitation activities. Grants of up to \$500,000 can be awarded annually.
- **Public Services Grant** **\$1,766,000**
 Contact: Kaaren Roe
 Grants made available through counties to 15 community action agencies serving non-entitlement areas for activities serving low- and moderate-income people. Funding provided by formula and administration coordinated with the state Community Services Block Grant Program.
- **Administrative One Percent Set-aside for Technical Assistance**
 One percent of the state's annual allocation of CDBG funding is used to provide technical assistance to CDBG eligible jurisdictions.
- **Business Loan Portfolio**
 Contact: Dan Riebli
 Four types of block grant lending instruments are currently used in Washington to assist business:

 - CDBG Float-Funded Activity Program
 - Loans from the Rural Washington Loan Fund
 - HUD Section 108 Guarantee Loans
 - Regional Microenterprise Development Grants

Eligibility Guidelines

- Eligible applicants are Washington State cities and towns with less than 50,000 in population or counties with less than 200,000 in population that are non-entitlement jurisdictions or are not participants in a HUD Urban County Entitlement Consortium.
- Non-profit organizations, Indian tribes, and special purpose organizations such as public housing authorities, port districts, community action agencies, and economic development councils, are not eligible to apply directly to the CDBG Program for funding. However, eligible jurisdictions may choose to serve Indian tribes within their jurisdiction or to involve the other organizations in the operation of projects funded under the program.
- Projects must principally benefit low- and moderate-income persons. Low- and moderate-income is defined as 80 percent of county median income.
- Applicants may submit one request per fund each program year.



washington state department of community, trade and economic development

Subvención Global Para Desarrollo Comunitario

División de Gobierno Local

Para mas información

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Introducción:

El programa de Subvención Global para Desarrollo Comunitario del Estado de Washington (CDBG) proporciona fondos sobre una base competitiva para vivienda local, instalaciones públicas y comunitarias, desarrollo económico y proyectos de planificación que benefician principalmente a los hogares de ingresos bajos y moderados.

Los fondos para el programa CDBG del Estado de Washington son despendidos por el Departamento de Viviendas y Desarrollo Urbano de los Estados Unidos. El Programa de Subvención para el Desarrollo Comunitario (CDBG) de estado de Washington esta deseando para financiar hogares locales, albergues públicos, desarrollos económicos y desarrollar proyectos cuyo **propósito** principal es beneficiar a las familias de bajos y moderados recursos económicos. Esto resultar en un beneficio para toda la comunidad.

Fondos Disponibles

Históricamente, se han distribuido aproximadamente \$18 millones en fondos federales sobre una base anual, a través de los siguientes **propuesto** fondos de concesión:

- **Concesión de Propósito General** **\$7,500,000**
 Contacto: Bill Prentice
 Ciclo de concesión anual durante el cual los solicitantes elegibles pueden pedir hasta \$1,000,000 por solicitud para proyectos de vivienda local, instalaciones públicas, instalaciones de la comunidad, o de desarrollo económico/microempresas, principalmente en beneficio de personas de ingresos bajos y moderados. La fecha de vencimiento para el ciclo de concesión de 2005 es el 18 de noviembre de 2004, con anuncio de la decisión en el medio de Marzo 2005.
- **Concesión de Fondos de Inversión de la Comunidad** **\$5,178,030**
 Contacto: Janice Roderick
 CDBG El Programa de Fondos de Inversión de la Comunidad proporciona a las comunidades elegibles la oportunidad de obtener acceso a asistencia técnica y financiera asta \$1,000,000 por cada aplicación a lo largo del año para proyectos prioritarios de desarrollo comunitario y económico. Se proporciona asistencia técnica a través del proceso de alcance y visitas en el lugar a las comunidades del Equipo Económico de Revitalización de la Comunidad de Washington (Washington Community Revitalization Team (WaCERT) Las concesiones potenciales están coordinadas por medio del Equipo de Recursos del Departamento de Desarrollo Comunitario, Comercial y Económico (CTED's Resource Team), para dirigir proyectos prioritarios identificados a través del WaCERT o las Iniciativas de la Comunidad de Empresa Rurales (Rural Enterprise Community Initiatives).
- **Concesión para Planificación Solamente** **\$ 600,000**
 Contacto: Janice Roderick o Sheila Lee-Johnston
 Las Concesiones para Planificación Solamente se proporcionan a las comunidades elegibles sobre una base de disponibilidad de fondos, para una gama amplia de actividades de planificación dirigidas hacia la salud pública y asuntos de seguridad; para responder a los mandatos estatales y federales;

para mejorar servicios esenciales para individuos de ingresos bajos y moderados; o, para completar los pasos necesarios dentro de una estrategia de desarrollo comunitario más amplia. Se encuentran disponibles concesiones de hasta \$35,000. El consorcio de solicitantes elegibles puede solicitar hasta \$50,000.

- **Concesión de Amenaza Inminente** **\$ 300,000**
 Contacto: Bill Prentice
 Fondos para cubrir emergencias únicas que representan una amenaza seria e inmediata a la salud y la seguridad pública, sobre una base de disponibilidad de fondos. Tan pronto que la declaración de emergencia es en debida formal, los fondos se encuentran disponibles para concesiones suplementarias a los contratos existentes.
- **Concesión para Mejora de la Vivienda** **\$1,000,000**
 Contacto: Sharon Robinson o Dwight Edwards
 Fondos acompañantes en apoyo de las solicitudes de prioridad presentadas ante el Fondo de Vivienda del Estado de Washington (Washington State Trust Fund.)
- **Concesión para Revitalizar Vecindarios** **\$1,500,000**
 Contacto: Dwight Edwards
 Fondos para ayudar vecindarios revitalizar viviendas local. Se encuentra disponibles concesiones de hasta \$500,000.
- **Concesión para Servicios Públicos** **\$1,766,000**
 Contacto: Kaaren Roe
 Las concesiones se hacen disponibles a través de los condados a 15 agencias de acción comunitaria que sirven a áreas que no reciben asistencia financiera directa para actividades que sirven a las personas de ingresos bajos y moderados. El financiamiento se proporciona por fórmula y administración coordinadas por el Programa Estatal de Subvención Global para Desarrollo Comunitario.
- **Portafolio de Empréstito Comercial**
 Contacto: Dan Riebli
 Actualmente, se utilizan en Washington cuatro tipos de préstamos de subvención global para ayudar a los negocios:
 - Préstamos Flotantes
 - Los préstamos del Fondo Rural de Préstamos de Washington
 - Garantía de Préstamos bajo la Sección 108, por medio de HUD.
 - Concesiones para el desarrollo microempresa regional.

Guía de Elegibles

- Los solicitantes elegibles son ciudades y pueblos del estado de Washington con poblaciones menores de 50,000 o condados con poblaciones menores de 200,000 que son jurisdicciones que no reciben asistencia financiera directa o no son participantes en un Consorcio de Asistencia Financiera Directa del Condado Urbano de HUD.
- Naciones indias y organizaciones con propósitos especiales, tales como autoridades de hogares públicos, estritos portuarios, agencias de acción a la comunidad y consejos de desarrollo económico, no califican para solicitar directamente financiamiento al Programa de CDBG. Sin embargo, jurisdicciones que si califiquen pueden optar por incluir naciones indias o otras organizaciones en actividades financiadas por una subvención.
- Los proyectos deben beneficiar principalmente a las personas de ingresos bajos -y moderados-. Los ingresos bajos -y moderados- están definidos como 80 por ciento del ingreso medio del condado.
- Los solicitantes pueden presentar una solicitud en cada ciclo del financiamiento.

APPENDICES

APPENDIX A - Eligible and Ineligible Jurisdictions

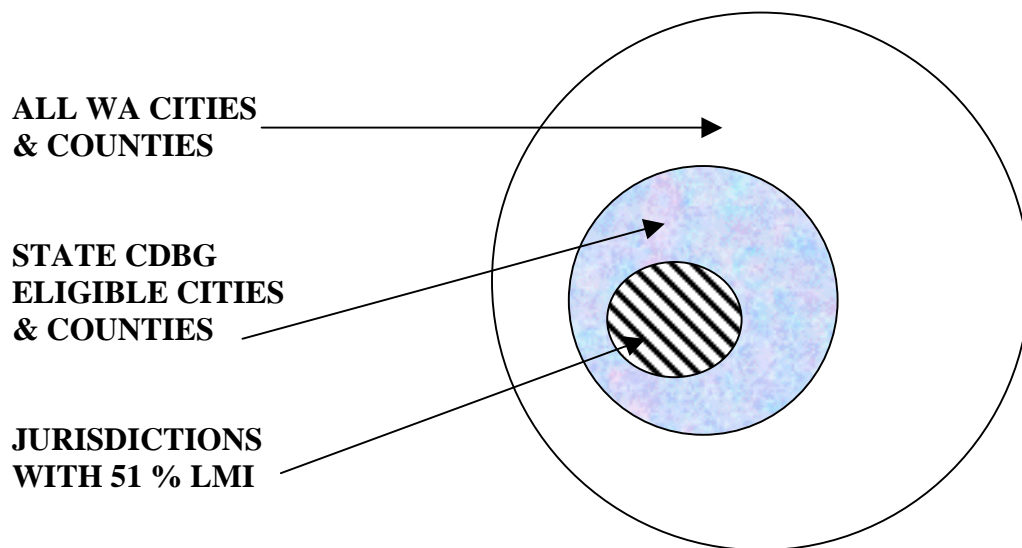
APPENDIX B - Jurisdictions with 51 Percent Low- and Moderate-Income

APPENDIX C - 2004 Low- and moderate-Income Limits

APPENDIX D - Public Hearing Handout English Version

APPENDIX E - Public Hearing Handout Spanish Version

The diagram below shows the relationship between eligible and ineligible communities, and is to be used as a reference when reviewing the requirements and lists within these appendices.



Appendix A: Lists of WA State CDBG Eligible And Ineligible Jurisdictions

1. Eligible Jurisdictions

a. Non-Entitlement Cities and Towns:

Aberdeen	Ephrata	Mesa	Roslyn
Albion	Everson	Metaline	Royal City
Almira	Farmington	Metaline Falls	Sedro Woolley
Asotin	Ferndale	Montesano	Selah
Benton City	Forks	Morton	Sequim
Bingen	Friday Harbor	Moses Lake	Shelton
Blaine	Garfield	Mossyrock	Soap Lake
Brewster	George	Moxee	South Bend
Bridgeport	Goldendale	Naches	South Cle Elum
Bucoda	Grand Coulee	Napavine	Sprague
Burlington	Grandview	Nespelem	Springdale
Cashmere	Granger	Newport	St. John
Castle Rock	Hamilton	Nooksack	Starbuck
Cathlamet	Harrah	North Bonneville	Stevenson
Centralia	Harrington	Northport	Sumas
Chehalis	Hartline	Oakesdale	Sunnyside
Chelan	Hatton	Oak Harbor	Tekoa
Chewelah	Hoquiam	Oakville	Tenino
Clarkston	Ilwaco	Ocean Shores	Tieton
Cle Elum	Ione	Odessa	Toledo
Colfax	Kahlotus	Okanogan	Tonasket
College Place	Kalama	Omak	Toppenish
Colton	Kelso	Oroville	Tumwater
Colville	Kettle Falls	Othello	Twisp
Conconully	Kittitas	Palouse	Union Gap
Concrete	Krupp	Pateros	Uniontown
Connell	Lacey	Pe Ell	Vader
Cosmopolis	La Conner	Pomeroy	Waitsburg
Coulee City	La Crosse	Port Angeles	Walla Walla
Coulee Dam	Lamont	Port Townsend	Wapato
Coupeville	Langley	Prescott	Warden
Creston	Leavenworth	Prosser	Washtucna
Cusick	Lind	Pullman	Waterville
Davenport	Long Beach	Quincy	West Richland
Dayton	Lyman	Rainier	Westport
East Wenatchee	Lynden	Raymond	White Salmon
Electric City	Mabton	Reardan	Wilbur
Ellensburg	Malden	Republic	Wilson Creek
Elma	Mansfield	Ritzville	Winlock
Elmer City	Marcus	Riverside	Winthrop
Endicott	Mattawa	Rock Island	Yelm
Entiat	McCleary	Rosalia	Zillah

b. Non- Entitlement Counties:

Adams	Ferry	Klickitat	Skagit
Asotin	Franklin	Lewis	Skamania
Benton	Garfield	Lincoln	Stevens
Chelan	Grant	Mason	Thurston
Clallam	Grays Harbor	Okanogan	Wahkiakum
Columbia	Island	Pacific	Walla Walla
Cowlitz	Jefferson	Pend Oreille	Whatcom
Douglas	Kittitas	San Juan	Whitman
			Yakima

2. Ineligible Jurisdictions

a. Entitlement Cities and Towns:

Airway Heights	Duvall	Marysville	Sammamish
Algona	Eatonville	Medical Lake	Sea Tac
Anacortes	Edgewood	Medina	Seattle
Arlington	Edmonds	Mercer Island	Shoreline
Auburn	Enumclaw	Mill Creek	Skykomish
Bainbridge Island	Everett	Millwood	Snohomish
Battle Ground	Fairfield	Milton	Snoqualmie
Beaux Arts	Federal Way	Monroe	South Prairie
Village	Fife	Mountlake	Spangle
Bellevue	Fircrest	Terrace	Spokane
Bellingham	Gig Harbor	Mount Vernon	Stanwood
Black Diamond	Gold Bar	Mukilteo	Steilacoom
Bonney Lake	Granite Falls	Newcastle	Sultan
Bothell	Hunts Point	Normandy Park	Sumner
Bremerton	Index	North Bend	Tacoma
Brier	Issaquah	Olympia	Tukwila
Buckley	Kennewick	Orting	University Place
Burien	Kent	Pacific	Vancouver
Camas	Kenmore	Pasco	Washougal
Carbonado	Kirkland	Port Orchard	Wenatchee
Carnation	La Center	Poulsbo	Waverly
Cheney	Lake Forest- Park	Puyallup	Wilkeson
Clyde Hill	Lake Stevens	Redmond	Woodinville
Covington	Lakewood	Renton	Woodland
Darrington	Latah	Richland	Woodway
Deer Park	Longview	Ridgefield	Yacolt
Des Moines	Lynnwood	Rockford	Yakima
Du Pont	Maple Valley	Roy	Yarrow Point
		Ruston	

b. Entitlement Counties:

Clark	Kitsap	Snohomish
King	Pierce	Spokane

**APPENDIX B: JURISDICTIONS WITH 51 PERCENT OR GREATER
LOW- and MODERATE-INCOME (LMI) POPULATION**

(Based On HUD's 2000 Census Data)

NAME	LMI Population	TOTAL Population	LMI Percentage
Almira	173	321	53.9
Benton City	1,318	2,533	52.0
Bingen	435	652	66.7
Brewster	1,520	2,125	71.5
Bridgeport	1,453	2,099	69.2
Bucoda	404	648	62.3
Chelan	1,923	3,532	54.4
Chewelah	1,155	2,129	54.3
Clarkston	3,894	7,067	55.1
Cle Elum	922	1,787	51.6
Conconully	124	209	59.3
Concrete	497	832	59.7
Connell	1,375	2,403	57.2
Coupeville	875	1,610	54.3
Creston	121	230	52.6
Cusick	150	211	71.1
Ellensburg	8,027	13,234	60.7
Entiat	502	959	52.3
Everson	1,059	2,043	51.8
George	368	510	72.2
Goldendale	1,996	3,665	54.5
Grand Coulee	506	878	57.6
Granger	1,811	2,586	70.0
Hamilton	194	330	58.8
Hartline	79	142	55.6
Hatton	65	118	55.1
Hoquiam	4,724	8,977	52.6
Ione	302	506	59.7
Kahlotus	143	257	55.6
Kelso	6,133	11,730	52.3
Kettle Falls	838	1,553	54.0
Kittitas	708	1,130	62.7
Krupp	47	78	60.3
Lamont	66	91	72.5
Long Beach	707	1,268	55.8
Mabton	1,279	1,911	66.9
Malden	139	213	65.3
Mattawa	2,029	2,703	75.1

NAME	LOW/MOD Population	TOTAL Population	LMI Percentage
Mesa.....	269.....	441.....	61.0.....
Metaline.....	118.....	179.....	65.9.....
Metaline Falls.....	118.....	199.....	59.3.....
Mossyrock.....	253.....	463.....	54.6.....
Nespelem.....	107.....	165.....	64.8.....
Newport.....	1,093.....	1,808.....	60.5.....
Northport.....	212.....	343.....	61.8.....
Oak Harbor.....	12,622.....	19,797.....	63.8.....
Oakville.....	346.....	640.....	54.1.....
Okanogan.....	1,240.....	2,281.....	54.4.....
Omak.....	2,482.....	4,461.....	55.6.....
Oroville.....	1,005.....	1,630.....	61.7.....
Othello.....	3,172.....	5,700.....	55.6.....
Pe Ell.....	391.....	688.....	56.8.....
Pullman.....	11,621.....	19,792.....	58.7.....
Quincy.....	2,951.....	5,116.....	57.7.....
Raymond.....	1,516.....	2,754.....	55.0.....
Republic.....	558.....	978.....	57.1.....
Riverside.....	217.....	349.....	62.2.....
Rock Island.....	467.....	883.....	52.9.....
Royal City.....	1,133.....	1,840.....	61.6.....
Sequim.....	2,109.....	4,086.....	51.6.....
Soap Lake.....	1,082.....	1,695.....	63.8.....
South Bend.....	963.....	1,809.....	53.2.....
Springdale.....	202.....	316.....	63.9.....
Starbuck.....	85.....	115.....	73.9.....
Sumas.....	572.....	965.....	59.3.....
Sunnyside.....	8,704.....	13,869.....	62.8.....
Tenino.....	829.....	1,448.....	57.3.....
Tieton.....	590.....	1,131.....	52.2.....
Toledo.....	312.....	612.....	51.0.....
Tonasket.....	557.....	880.....	63.3.....
Toppenish.....	5,799.....	8,781.....	66.0.....
Union Gap.....	2,806.....	5,479.....	51.2.....
Vader.....	344.....	617.....	55.8.....
Wapato.....	3,182.....	4,575.....	69.6.....
Warden.....	1,462.....	2,540.....	57.6.....
Wilson Creek.....	147.....	201.....	73.1.....
Winthrop.....	177.....	324.....	54.6.....
Yelm.....	1,693.....	3,303.....	51.3.....

APPENDIX C

Appendix C: 2005 Income Limits									
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
ADAMS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ASOTIN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
BENTON	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
CHELAN	50	18,950	21,650	24,350	27,050	29,200	31,400	33,550	35,700
	80	30,300	34,600	38,950	43,300	46,750	50,200	53,650	57,150
CLALLAM	50	17,900	20,500	23,050	25,600	27,650	29,700	31,750	33,800
	80	28,650	32,750	36,850	40,950	44,250	47,500	50,800	54,050
CLARK	50	23,750	27,150	30,550	33,950	36,650	39,400	42,100	44,800
	80	38,000	43,450	48,900	54,300	58,650	63,000	67,350	71,700
COLUMBIA	50	18,500	21,100	23,750	26,400	28,500	30,600	32,750	34,850
	80	29,550	33,800	38,000	42,250	45,600	49,000	52,400	55,750
COWLITZ	50	19,250	22,000	24,750	27,500	29,700	31,900	34,100	36,300
	80	30,800	35,200	39,600	44,000	47,500	51,050	54,550	58,100
DOUGLAS	50	18,000	20,550	23,150	25,700	27,750	29,800	31,850	33,900
	80	28,800	32,900	37,000	41,100	44,400	47,700	51,000	54,300
FERRY	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
FRANKLIN	50	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80	34,650	39,600	44,550	49,500	53,500	57,450	61,400	65,350
GARFIELD	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650

APPENDIX C

Appendix C: 2005 Income Limits									
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850
GRANT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
GRAYS HARBOR	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
ISLAND	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
JEFFERSON	50	18,650	21,300	24,000	26,650	28,800	30,900	33,050	35,200
	80	29,850	34,100	38,400	42,650	46,050	49,450	52,850	56,300
KING	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
KITSAP	50	22,250	25,400	28,600	31,750	34,300	36,850	39,350	41,900
	80	35,550	40,650	45,700	50,800	54,850	58,950	63,000	67,050
KITTITAS	50	18,850	21,550	24,250	26,950	29,100	31,250	33,400	35,550
	80	30,200	34,500	38,800	43,100	46,550	50,000	53,450	56,900
KLICKITAT	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
LEWIS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
LINCOLN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
MASON	50	17,600	20,150	22,650	25,200	27,200	29,200	31,200	33,250
	80	28,200	32,250	36,300	40,300	43,550	46,750	50,000	53,200

APPENDIX C

Appendix C: 2005 Income Limits									
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
OKANOGAN	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PACIFIC	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PEND OREILLE	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
PIERCE	50	21,750	24,850	27,950	31,050	33,550	36,000	38,500	41,000
	80	34,800	39,750	44,700	49,700	53,650	57,650	61,600	65,600
SAN JUAN	50	21,050	24,050	27,050	30,050	32,450	34,850	37,250	39,650
	80	33,650	38,450	43,250	48,100	51,950	55,750	59,600	63,450
SKAGIT	50	19,850	22,700	25,500	28,350	30,600	32,900	35,150	37,400
	80	31,750	36,300	40,800	45,350	49,000	52,600	56,250	59,900
SKAMANIA	50	17,850	20,400	22,950	25,500	27,550	29,600	31,600	33,650
	80	28,550	32,650	36,700	40,800	44,050	47,350	50,600	53,850
SNOHOMISH	50	27,250	31,150	35,050	38,950	42,050	45,200	48,300	51,400
	80	40,600	46,400	52,200	58,000	62,650	67,300	71,900	76,550
SPOKANE	50	19,100	21,850	24,550	27,300	29,500	31,650	33,850	36,050
	80	30,600	34,950	39,300	43,700	47,150	50,650	54,150	57,650
STEVENS	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700
THURSTON	50	23,150	26,450	29,750	33,050	35,700	38,350	41,000	43,650
	80	37,000	42,300	47,600	52,900	57,100	61,350	65,550	69,800
WAHKIAKUM	50	18,900	21,600	24,300	27,000	29,150	31,300	33,450	35,600

APPENDIX C

Appendix C: 2005 Income Limits									
COUNTY	%	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
	80	30,250	34,550	38,900	43,200	46,650	50,100	53,550	57,000
WALLA WALLA	50	17,950	20,500	23,100	25,650	27,700	29,750	31,800	33,850
	80	28,750	32,850	36,950	41,050	44,300	47,600	50,900	54,150
WHATCOM	50	20,250	23,150	26,050	28,950	31,250	33,600	35,900	38,200
	80	32,400	37,050	41,700	46,300	50,050	53,750	57,450	61,150
WHITMAN	50	18,400	21,050	23,650	26,300	28,400	30,500	32,600	34,700
	80	29,450	33,650	37,850	42,100	45,450	48,800	52,200	55,550
YAKIMA	50	17,450	19,950	22,450	24,950	26,950	28,950	30,950	32,950
	80	27,950	31,950	35,950	39,900	43,100	46,300	49,500	52,700

FORM 16A
CDBG HOUSING ENHANCEMENT PROJECT SUMMARY

1. Applicant Jurisdiction: _____
Address: _____
Phone: _____
FAX: _____
Tax ID #: _____
County: _____
2. Contact Person: _____
Title or Affiliation: _____
Address: _____
Phone: _____
FAX: _____
Email: _____
3. Subrecipient Organization: _____
Contact Person: _____
Address: _____
Phone: _____
Email: _____
4. Consultant: _____
Address: _____
Phone: _____
Email: _____
5. Fiscal Year from _____ to _____
6. State Legislative District: _____ Congressional District: _____
7. Project Summary:
8. Project Category (Please check the categories that apply.)
_____ Housing _____ Community Facilities
9. National Objective Addressed (Please check the applicable objective.)
_____ **Principally benefits low- and moderate-income households, _____%**
_____ Prevents or eliminates slums or blight
N/A Meets urgent community development needs which pose a serious & immediate threat to public health or safety
10. Total Project Budget:
- | | |
|--------------------|----------|
| CDBG | \$ _____ |
| Other Federal | _____ |
| Housing Trust Fund | _____ |
| Local Public | _____ |
| Private | _____ |
| TOTAL | \$ _____ |
11. Project Location:
Census Tract(s) _____
Block Group(s) _____
12. Project Beneficiaries:
Persons: _____
LMI Persons: _____
Households: _____
LMI Households: _____
13. Certification of Chief Administrative Official
- | | |
|-----------------------------------|-------------|
| Signature _____ | Title _____ |
| Name (Please type or print) _____ | Date _____ |

HOUSING ENHANCEMENT PROJECT SUMMARY FORM (16A) INSTRUCTIONS

The Project Summary Form 16A serves as the cover page for the application.

1. The applicant jurisdiction must be a non-entitlement city or county (see Chapter 6 - Appendix A on pages 6-5 and 6-6). The Tax Identification number is usually a “91-” number.
2. Provide information on the person to be contacted, should more information regarding the threshold requirements or project proposal be needed by the CTED staff.
3. Provide information on any subrecipient organization that will benefit from the project or receive CDBG funds as a pass through.
4. Provide information on the consultant used to develop the proposal, if applicable.
5. List the month and day of the beginning and end dates of the applicant’s fiscal year.
6. List the numbers of the state and congressional districts.
7. Provide a brief project summary, highlighting what is to be accomplished and the major elements of the project.
8. Check the appropriate project category.
9. Indicate which CDBG Program national objective this application addresses. Also list the percentage of low- and moderate-income (LMI) benefit, as documented with the Low Income Households Benefit Table. All General Purpose Grants must address the national object of “principally benefiting low- and moderate-income households” by meeting threshold requirements. It is not necessary to address more than one national objective.
10. List the project budget. These amounts must correspond with Form 16C – CDBG Housing Enhancement Project Budget.
11. List the Census Tract(s) and Block Group(s) that are within the project area. Sources of assistance are the local or county planning office, the U.S. Census website: (<http://www.census.gov/>) or the State Data Center/Census 2000 website: (<http://www.ofm.wa.gov/census2000/index.htm>). The State Data Center telephone number is (360) 902-0592.
12. List number of people, households, people qualifying as low- and moderate-income and households qualifying as low- and moderate-income that will benefit from the project.
13. This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator, or city manager as applicable). **An original signature must be submitted.** Please clearly state the official’s name and title.

FORM 16B
CDBG HOUSING ENHANCEMENT
PROJECT DESCRIPTION

Describe your CDBG project in detail and explain how CDBG funds will be used, and how they are critical to the overall success of the project. *(If the project is for offsite infrastructure work, you must provide a map of the area or other documentation that clearly shows that the CDBG work will be performed in the public right-of-way.)*

FORM 16C
CDBG HOUSING ENHANCEMENT
PROJECT BUDGET FORM

Project Duration _____ Months				
	Source 1	Source 2	Source 3	Total
	CDBG			
General Administration				
(CDBG contract execution, files and				
record keeping, civil rights compliance)				
Project Administration				
(Project Manager, Consultant Fees,				
Subrecipient Fees, Environmental Review, Housing				
Rehabilitation Administration)				
Architectural Fees				
Engineering Fees				
Acquisition				
Relocation				
Architectural Barrier Removal				
Housing Rehabilitation				
Water/sewer side connections				
Sewer Improvements				
Water Improvements				
Street Improvements				
Fire Protection				
Community Facilities				
Commercial/Industrial Facilities				
Revolving Loan Fund Program				
Public Services				
Planning				
Other, list				
Total				

CDBG PROJECT BUDGET FORM (16C) INSTRUCTIONS

The CDBG Project Budget Form is used to provide the total budget of the proposed CDBG project, and is divided between activity costs (such as general administration, project administration, public facilities construction or housing rehabilitation).

When determining costs for the Project Budget Form, applicants should indicate only the level of funding necessary to carry out the project. The grant request must be sufficient either by itself or in combination with other proposed funding sources to assure effective administration and completion of the proposed project within the contract period.

Complete the Project Budget Form as follows; list CDBG costs in the Source 1 column and estimated costs associated with other sources (as well as the name of the other source) in the Source 2 and Source 3 columns, as needed.

Project Duration - Enter the total number of months the project will take to complete.

General Administration - Grantees should carefully complete this line item. In addition to identifying administrative expenditures, it will serve as a guide for preparing the contract and for project monitoring in the event the proposal is funded. General Administration is distinct from project administration, which is defined on the next page.

If applying for CDBG administrative funds, applicants should keep in mind that grant recipients are expected to stay within this budget; administrative costs are not normally changed during the life of the project.

The following is a list of eligible general administration activities:

- ♦ Review and execution of the CDBG contract;
- ♦ Establishment of CDBG files and record keeping;
- ♦ Compliance with civil rights activities including fair housing activities, Section 504, ADA, and Title VI; and
- ♦ Contract close-out activities.

The general administration line item does not include the administrative costs for project activities such as housing, economic development, community facilities, or public facilities. General administration does not include any costs associated with the preparation of a CDBG application. ***The application preparation costs are ineligible under CDBG guidelines.*** Please contact CDBG Program staff if you have questions concerning administration costs.

All applicants must complete the administrative line item whether they are requesting CDBG funds for administration or not. General Administration costs can be covered through local or in-kind contributions.

Items to include when computing the general administration line item include:

Personal Services -Compute all salaries, wages, and fringe benefits to be paid for general administration of the grant.

Office Costs - Compute the costs of supplies. Include postage costs, telephones, equipment leasing costs, printing and publication costs, and office costs. Publishing Fair Housing resolutions can also be costly and should be considered when preparing the budget.

Professional Services -Compute consultant costs, legal costs, and audits costs. Generally, engineering and other technical services should be entered under engineering and other technical service line items.

Other - Applicants should take into consideration any other administrative costs or expenses which may be incurred prior to administrative close-out.

Enter total costs calculated for general administration and enter under the general administration line item.

Project Administration - Enter all costs which are directly related to project implementation and carrying out the CDBG project.

The following is a list of eligible project administration activities:

- ♦ Conducting environmental reviews and preparing environmental review documents;
- ♦ Attending grant management training workshops;
- ♦ Processing payment vouchers;
- ♦ Ensuring labor standards compliance; and
- ♦ The costs of processing applications for direct benefit projects and conducting inspections.

Architectural Fees - Enter all costs associated with the use of an architectural firm.

Engineering Fees - Enter the total engineering costs associated with the project.

Acquisition - Enter total purchase price, include the appraisal costs in addition to any closing costs associated with the acquisition of property. Explain all costs listed in the Budget Assumptions.

Relocation - List all costs associated with relocation. If you are unsure if relocation is applicable, contact the CDBG Program staff.

Architectural Barrier Removal - Enter costs associated with removing architectural barriers to bring facilities into compliance with the Americans with Disabilities Act.

Housing Rehabilitation - Enter all costs associated with housing activities if the project category of the application is housing rehabilitation or contains housing rehabilitation as part of a comprehensive application. If there are administrative, planning, architectural, or engineering costs directly associated with a specific listed housing activity, include those costs on the appropriate line item. Explain all housing activity costs in the Budget Assumptions.

NOTE - If a sub-recipient will be used to administer housing rehabilitation activities, submit a separate project administration line item for the sub-recipient's administration

Water/Sewer Side Connections - Enter costs associated with the replacement or construction of water or side service connections. This includes all work done on private property. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

Sewer Improvements - Include all costs associated with construction or rehabilitation of the sewer system. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

Water Improvements - Enter costs associated with construction or rehabilitation of the water system. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

Street Improvements - Enter costs associated with construction or rehabilitation of streets. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

Fire Protection - List all costs associated with fire protection such as fire protection equipment or fire protection vehicles. Explain all fire protection activity costs in the Budget Assumptions.

Community Facilities - Enter all costs associated with community facilities activities if the project category of the application is community facilities or includes community facilities activities as part of a comprehensive application. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item. Explain all community facilities activity costs in the Budget Assumptions.

Commercial/Industrial Facilities - Enter all costs associated with commercial or industrial activities if the project category of the application is economic development or includes economic development activities as part of a comprehensive application. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item. Explain all economic development activity costs in the Budget Assumptions.

Revolving Loan Fund Programs - List costs associated with setting up or retaining a revolving loan fund program. Explain all costs in the Budget Assumptions.

Public Services - Enter total public services costs. This refers to direct costs (including personnel, supplies, and travel) associated with the provisions of public services eligible under the CDBG Program. Please note: Not more than 15 percent of the total request may be used for public services, except under certain conditions specified in the law.

Planning - Enter total planning costs. This refers to proposed planning costs directly related to the overall project proposal, and is not related to the CDBG Planning-Only Grant which has its own application cycle. This could include activities such as clearance, flood control or drainage. The combined general administration costs and planning costs may not exceed 15 percent of the total funding request.

Other - List costs associated with any other activity not listed above, such as clearance, flood control or drainage activities, or parking. Explain all activities in the Budget Assumptions.

NOTE: For Comprehensive Projects - Use line items which reflect activities included in the proposal.

Total Project Budget - Enter total for each source and a grant total on the line provided.